

**STAFF INSPECTION STANDARDS  
POSTAL OPERATIONS PROGRAM**

1. PURPOSE: To establish unit and activity inspection standards in the area of postal operations at Fort Benning.
2. APPLICABILITY: These standards are applicable to all TDA and TOE units assigned or attached to Fort Benning, GA.
3. GENERAL: The inspection consists of reviewing postal operations to ensure compliance with references listed below.
4. RATING CRITERIA: the unit will receive one of the two ratings.
  - a. **MET:** Items 2, 4, 7 and 13 are rated as “**MET**”, and the Unit/Activity has an **overall score of 80% or higher**.
  - b. **NOT MET:** A **Not Met** on any of the following items: 2, 4, 7 and 13 will constitute a **NOT MET, regardless of the score**.
5. REFERENCES:
  - a. AR 25-400-2, (Oct 07)
  - b. AR 600-8-3, (Dec 89)
  - c. DOD 4525.6-M (Aug 02)
6. Point of contact is Mrs. Barefield, 545-5356, and Mr. Brister, 545-2870, Admin Svcs Div, DHR.

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**STAFF INSPECTION CHECKLIST  
DIRECTORATE OF HUMAN RESOURCES  
POSTAL OPERATIONS**

**UNIT INSPECTED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TYPE VISIT (SI):** \_\_\_\_\_ **INSPECTOR:** \_\_\_\_\_

POSTAL OPERATIONS	MET	NOT MET	N/A
1. Unit has inspection results from MSC/BN OIP. <b>(2 Points)</b>			
2. All unit personnel have been properly designated. DOD PM 4525.6-M, Chap 5, Para C 5.4.1 – 5.4.1.3, pgs 114-115 and Chap 15, Para 15.4, pg 331. <b>(10 Points)</b>			
3. Mail clerks and Mail Orderlies have received adequate postal training. AR 600-8, Chap 2-7, pg 4 and Chap 15, Para C15.5, pgs 331 – 332. <b>(10 Points)</b>			
4. Duplicate keys and combinations are properly secured In a safe. DOD PM 4525.6-M, Chap 15, Para C15.10.6, pgs 335-336 and AR 600-8, Para 2-8e., pg 4. <b>(10 Points)</b>			
5. Postal Officers and mail clerks are familiar with instructions governing delivery of personal mail. DOD PM 4525.6-M, Chap 3, Para C3.2.5., pgs 70 – 74 and AR 600-8-3, Chap 3, pgs 8 – 11. <b>(6 Points)</b>			
6. Unit Postal Officer has developed SOPs to cover mailroom operations. DOD PM 4525.6-M, Chap 10, Para C10.2 – C10.2.2 pg 230. <b>(6 Points)</b>			
7. Daily and weekly inspections are being conducted. AR 600-8-3, Chap 2. Para 2-10 pgs 4 – 5 and DoD PM 4525.6M, Chap 12, Para C12.5. pg 301. <b>(10 Points)</b>			
8. Postal Directory is properly established and maintained. AR 600-8-3, Chap 4, Para 4-1, 4-2, pg 11 and DoD PM 4525.6M, Chap 3, Para 3.4.2 - 3.4.3, pgs 83 – 84. <b>(10 Points)</b>			
9. Unit Postal files and records are maintained IAW ARIMS AR 25-400-2, Chap 5, pgs 9 – 14. <b>(5 Points)</b>			
10. A copy of DOD PM 4525.6 and AR 600-8-3 are on hand. IAW AR 600-8-3, Chap 1, Para 1 – 2, pg 1 and App A, pg 15. <b>(5 Points)</b>			
11. Mail retained overnight is being line dated. AR 600-8-3, Chap 3, Para 3-10, pg 10. <b>(6 Points)</b>			
12 Receipts are obtained for official accountable mail. AR 600-8-3, Chap 3, Para 3-4, pg 9. <b>(10 Points)</b>			
13. Deficiencies noted on previous inspections have been corrected. DOD PM 4525.6-M, Chap 12, Para C12.4.1., pgs 299. <b>(10 Points)</b>			

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OVERALL RESULT (M//NM): \_\_\_\_\_

Comments:

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Inspector's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Unit POC Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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